



VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET

SENIOR EXECUTIVE SERVICE

ISSUE DATE: January 27, 2004
CLOSING DATE: March 5, 2004

ANNOUNCEMENT NUMBER
OMB-04-19-MJ

Title, Series & Grade:
Chief, Force Structure and Investment Branch
ES-0301
(\$103,700 –\$144,600)

Vacancy Location:
Office of Management and Budget
National Security Division
Washington, DC 20503

*****NOTE: THE MANADATORY EXECUTIVE CORE QUALIFICATIONS (ECQ's) FOR THIS POSITION HAVE BEEN CHANGED. IF YOU HAVE ALREADY SUBMITTED A RESUME, PLEASE RESUBMIT AN APPLICATION WITH THE CORRECT ECQ's. THE CLOSING DATE FOR THIS VACANCY HAS BEEN EXTENDED.*****

AREA OF CONSIDERATION: All qualified persons. This position has been designated as a Senior Executive Service (SES) position. If not already a member of the SES serving under a career appointment, the individual selected must have his/her executive qualifications certified by a Qualifications Review Board of the Office of Personnel Management (OPM) before appointment to this position, and will be required to serve a one-year probationary period in this position. The actual salary will be set by determining the appropriate SES level for the person selected.

PLEASE NOTE: To ensure safe and timely receipt of your application, we encourage applicants to submit an electronic application to EOPJOBS@OA.EOP.GOV or fax it to (202)395-1194/1262. We cannot guarantee that applications mailed will be received by the closing date of this announcement.

DUTIES: Under the general direction of the Deputy Associate Director for National Security, the incumbent manages a professional staff concerned with budget formulation, legislative analysis, and management improvement focused on research and development, as well as, procurement of defense systems across the Department of Defense (DoD); military construction activities for all of DoD; and all activities of the National Nuclear Security Administration, mostly nuclear stockpile and non-proliferation efforts. The incumbent manages staff as they review and analyze these programs to evaluate their effectiveness, allocate budget resources, and prepare budget, legislative, and management proposals. The incumbent represents the Office of Management and Budget (OMB) in major interagency efforts and presents completed staff work to senior policy officials in OMB and other White House agencies.

The Branch Chief is expected to develop a comprehensive and accurate understanding of the branch's assigned programs and where relevant, their relationships to programs in other agencies; identify needs and establish priorities for the branch's analytical and other activities; alert higher level staff and officials to opportunities, problems, and events about which they should be aware; and ensure that the branch's work is completed in a professional and timely manner.

QUALIFICATIONS: You must submit a separate narrative statement that addresses each of the Mandatory Professional/Technical and Mandatory Management/Executive Qualifications related to this position as well as the Executive Core Qualifications (ECQs) related to all positions in the Senior Executive Service. Your narrative statements should include specific examples of experience, education, and accomplishments applicable to the qualification. Structure your statements in terms of the action taken, the context or environment in which the action was taken, and the outcome or results from such actions. You should write each statement with the vacancy in mind as all qualifications are directly related to the position being filled. Be sure to include appropriate training and awards when addressing your qualifications. Please limit your narrative statements to one page per factor. For further information and tips on writing effective narrative statements, see OPM's publication "A Guide to SES Qualifications" available on the OPM website at: www.opm.gov/ses/html/sesguide.htm.

If you do not submit a separate statement addressing these qualifications, you will not receive consideration for the position.

MANDATORY PROFESSIONAL/TECHNICAL QUALIFICATIONS:

1. Experience working with defense and national security issues is desirable, especially with defense procurement and military force programs, acquisition policy, and research and development of defense systems. An educational background in public policy analysis, economics, finance or a directly related field also is desirable.
2. Senior level experience in budget, program, and policy analysis, with practice in the use of quantitative techniques.
3. Senior level experience in budgeting, management analysis, and legislative work, including negotiation of issues.
4. Demonstrated ability to communicate concisely and effectively, both orally and in writing.

MANDATORY MANAGEMENT/EXECUTIVE QUALIFICATIONS:

1. Experience in, or demonstrated potential for, managing a staff group to achieve timely, effective, and high-quality results. Management ability includes a positive commitment to the Federal Equal Employment Opportunity program.
2. Ability to effectively represent OMB's policies and positions and to negotiate differences among Federal agencies.
3. Demonstrated ability to work effectively with policy officials and career staff at all levels within OMB, officials and staff of other Executive Branch departments and organizations, congressional staff, and representatives of non-federal organizations.

MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQs): In addition to the Mandatory Qualification Requirements listed above, all new entrants into the SES under a career appointment will be assessed for executive competency against the following five mandatory executive core qualifications.

Note: If you are a member of the SES or have been certified through successful participation in an OPM approved SES Candidate Development Program (SESCDP), or have SES reinstatement eligibility, you do not need to respond to the ECQs. Instead, you should attach proof (e.g., SF-50, certificate of completion of SESCO) of your eligibility for appointment to the SES.

1. **Leading Change** -- This core qualification encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity -- to continually strive to improve customer service and program performance within the basic government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
2. **Leading People** -- This core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals.
3. **Results Driven** -- This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
4. **Business Acumen** -- This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
5. **Building Coalitions/Communication** -- This core qualification involves the ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

EVALUATION METHOD: The Office of Administration's Human Resources Management Division will review all applications to determine if applicants meet the mandatory professional/technical qualifications of this position and the SES ECQs. Those who meet the qualifications will be referred to a panel of SES members for rating and ranking to determine the "best qualified" candidates. The panel may conduct interviews with the top candidates and then make a recommendation to the selecting official about the top candidates that he/she should interview. Once a selection is made, the selectee's application will be forwarded to the Office of Personnel Management (OPM) for approval by an OPM independent Qualifications Review Board, unless the selectee is a current SES executive or has successfully participated in an OPM approved SES Candidate Development Program.

HOW TO APPLY: In order to receive full consideration, the following documentation must be received by the closing date of this announcement. **Applicants must submit:** (1) a resume, the **Optional Application for Federal Employment (OF-612)**, **SF-171**, or any other written application, ensuring that all required information shown in the flyer **OF 510, Applying for a Federal Job**, is included in the application; (2) applicant's latest **SF-50 "Notification of Personnel Action"** (Federal employees only); (3) supplemental statement which addresses each of the **Mandatory Technical/Professional Qualifications** (all applicants) and **Executive Core Qualifications** (non-SES eligibles); (4) a supervisory appraisal; and (5) **Applicant Background Survey** (optional).

WHERE TO APPLY: Completed form(s) must faxed to:
Executive Office of the President
Office of Administration
Human Resources Management Division
(202) 395-1194/1262

APPLICATIONS WILL ALSO BE ACCEPTED ELECTRONICALLY. PLEASE SUBMIT YOUR APPLICATION TO EOPJOBS@OA.EOP.GOV.

APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE.

If you omit any of the required information specified in the Optional Form 510, “Applying for a Federal Job”, your application may be rated INELIGIBLE.

Applicants submitting applications in postage-paid Government envelopes are reminded of the legal prohibition against the use of such envelopes or other Government property for other than officially approved activities. These prohibitions are contained in 18 U.S.C.1719.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.

APPLICATIONS WILL NOT BE RETURNED.

NOTE: Relocation expenses will NOT be paid to the applicant selected.

SECURITY CLEARANCE: A security clearance will be conducted. Applicants selected for employment must be 18 years old when appointed.

DRUG TESTING: The applicant tentatively selected for this position may be required to submit to urinalysis to screen for illegal drug use prior to appointment. After appointment, the employee will be included in the agency’s random drug testing program.

Direct Deposit is REQUIRED: As a condition of employment, candidates appointed, competitively Promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.

Applicants will be accepted from all qualified persons. Consideration will be extended without discrimination for any non-merit reasons, such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, age, membership or non-membership in employee organizations, or non-disqualifying physical handicap. Disabled applicants, Disabled Veterans or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status are eligible to apply to announcements limited to status candidates and should clearly specify their special eligibility on their application.

Users of Telecommunications Devices for the Deaf (TDD) may call (202) 395-1160.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.